Foot & Ankle Specialists of the Mid-Atlantic

Keeping you on track...For Life!

PATIENT DEMOGRAPHICS

First Name _____ **M.I.** _____ **Last Name** _____ **DOB** _____

Street Address_____ **Apt**_____**City** _____ **State** _____ **Zip code** _____

Home Phone (_____) _____ **Work Phone (_____)** _____ **Cell Phone (_____)** _____

E-Mail Address _____

Gender ☐ F ☐ M **Marital Status** ☐ Married ☐ Divorced ☐ Separated ☐ Single ☐ Widowed **1st Lang.** ☐ Engl. ☐ Other _____

Race: (Choose all that apply)

☐ American Indian or Alaska Native ☐ Asian ☐ Hispanic
☐ Black or African American ☐ White ☐ Other
☐ Native Hawaiian or other Pacific Islander

Pharmacy of Choice _____ **Pharm. Phone** _____

Pharmacy Full Address _____

Primary Care Physician _____

Are you diabetic? ☐Yes ☐ No **If yes, name of physician managing diabetes** _____ **Date last seen** _____

Employed ☐ PT ☐ FT ☐ Retired ☐ None **Employer** _____

How did you hear about our practice? ☐ Doctor Referral (Name of Doctor: _____) ☐ Health Fair

☐ Internet (Source_____) ☐ Ad (Source _____)

☐ Friend/Family Member/Patient (Name: _____) ☐ Other: _____

Emergency Contact _____ **Relationship to Patient** _____

Cell Phone Number (_____) _____ **Alternate Phone Number** (_____) _____

Insurance Information

PRIMARY
Insurance Company: _____
Insurance ID Number: _____
Group Number: _____
Primary Subscriber Name: _____
Primary Subscriber Birth Date: _____
Relationship to Patient: _____

SECONDARY
Insurance Company: _____
Insurance ID Number: _____
Group Number: _____
Primary Subscriber Name: _____
Primary Subscriber Birth Date: _____
Relationship to Patient: _____

Financially Responsible Person <u>if not Patient</u>: **First Name** _____ **Last Name** _____
Gender ☐ **F** ☐ **M Birth Date**_____/_____/_____ **Street Address** _____
City _____ **State** _____ **Zip code** _____
Home Phone (_____) _____ **Work Phone** (_____) _____ **Cell Phone** (_____) _____

Signature of Responsible Party _____ **Date**_____

Relationship (if not Patient) _____

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MEDICAL FORM

First Name _____ **M.I.** _____ **Last Name** _____ **DOB** _____

Reason for visit _____ **RIGHT/LEFT/BILATERAL (PLEASE CIRCLE ONE)**

How long has this been a problem? _____ **When does it occur?** □ Morning □ Afternoon□ Evening □ Off and On □ All Day

TREATMENTS: Please list previous treatments (either prescribed or home remedies):

_____

_____

Is this visit related to an accident/injury? □ Y □ N **If yes, date of injury** _____

MEDICAL HISTORY: please indicate: **S** (Self) or **F** (Family Member-blood relation). If both, put both.

____Alcohol/Drug addiction/dependency
____Alzheimer's/Dementia
____-Anemia – type_____
____Arrhythmias – type _____
____-Arthritis - type_____
____-Asthma □adult □childhood
____Bleeding/Clotting Problems
- type_____
____-Cancer – type _____
____Depression/Anxiety-disorder/
Bipolar-depression/other
____Diabetes (how long _____)
____-Emphysema/COPD
____-Glaucoma
____-Gout
____-GERD □Reflux □GI ulcers (√ box)
____-Headaches/Migraines
____-Hearing Problems
____Heart Disease
____-Hepatitis □A □B □C □Liver Disease
____High Blood Pressure
____High Cholesterol
____-HIV/Aids/ARC
___Kidney/Renal Disease- type_____
____-Lung Disease/Pulmonary Embolus
____-Lyme's Disease
____-Nervous Condition
(type_____)
____□Osteoporosis/ □Osteopenia (√ box)
____Phlebitis/DVT (blood clots in legs)
____-Pregnancy: are you currently pregnant? Due date: _____
____-Rheumatic Fever/Scarlet Fever
____-Schizophrenia
____-Seizures/Epilepsy
____-STD's (sexually transmitted ds.)
____Sickle Cell Trait/Disease
____Stroke/TIA's
____Thyroid Problems □Hyper □Hypo
____-Tuberculosis
____Other, Please Specify _____
____None of the above

SURGICAL HISTORY: □ Y □ N If yes, please list the surgeries you have had:

_____

HOSPITALIZATION: □ Y □ N If yes, please list: _____

PLEASE FILL OUT COMPLETELY

SMOKING: Do you or have you ever smoked? □ Y □ N

If yes, how many years?____ How long ago did you quit? _____

ALCOHOL USE: Do you or did you ever drink alcoholic beverages? □ Y □ N

How many drinks will you consume in a day? _____ Week? _____

How long ago did you quit? _____

RECREATIONAL DRUG USE: Do you or have you ever used illicit/recreational drugs? □ Y □ N

If yes, which ones? _____ How long ago did you quit? _____

Age _____ **Height** _____ **Weight** _____ **Shoe Size** _____

MEDICATIONS: Please **list** (or **attach a list**) of your current medications including over the counter medications and their dosages:

_____
_____
_____
_____
_____
_____
_____
_____
_____

ALLERGIES: Do you have a history of allergies/skin reaction/sickness following the administration of any of the following:

	Y	N	**If yes, list REACTION		Y	N	**If yes, list REACTION
Adhesive tape	__	__	_____	**Food**	__	__	_____
Anesthesia	__	__	_____	**Iodine**	__	__	_____
Aspirin	__	__	_____	**Latex**	__	__	_____
Caffeine	__	__	_____	**Local Anesthetics**	__	__	_____
Codeine	__	__	_____	**Penicillin**	__	__	_____
Cortisone	__	__	_____	**Sulfa Drugs**	__	__	_____
Demerol	__	__	_____	**Other, please list:**			_____

Signature of Responsible Party _____ **Date**_____

Relationship (if not Patient) _____

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Patient's Authorization and Assignment of Benefits: I hereby authorize the processing of my medical insurance either by electronic or manual method by Foot and Ankle Specialists of the Mid-Atlantic, LLC (FASMA), and its management company U.S. Foot and Ankle Specialist, LLC (USFAS). My signature authorizes payment for all major medical and/or durable medical equipment supplies and/or surgical benefits to which I am entitled from the listed insurer(s) above and/or by providing my insurance cards to the office to pay for services rendered to FASMA. I certify that the information I have reported with regard to my insurance coverage, is correct. I further authorize the release of any necessary information, including medical information, for this or any related claims. I grant permission to contact me via email/text as allowed by the FCC. I permit a copy of this authorization to be used in place of the original. This authorization may be revoked, by me, at any time, in writing. I recognize my financial obligation of any balance, co-insurance, deductible, and non-covered services that may be required.

Consent for Treatment: I certify that the information above is true and correct to the best of my knowledge. I have been informed that if I am uncertain about any question on the form I should ask the doctor or a member of the office staff for assistance. By signing below, I hereby authorize Foot and Ankle Specialists of the Mid-Atlantic, LLC to obtain medication history from community pharmacies and/or pharmacy benefit managers for the purpose of ongoing treatment. I give permission to Foot and Ankle Specialists of the Mid-Atlantic, LLC to administer and perform such procedures as may be deemed necessary in the diagnosis and/or treatment of my feet, ankles, and lower legs.

Consent for Treatment of Minor Patient in Absence of Parent/Guardian: I certify that I am the parent and/or legal guardian of _____. I authorize_____ to bring my child to office visits with FASMA doctors and to consent to the examination and/or treatment of my child. This authorization is effective until revoked by me in writing.

Consent to Photograph/Film/Video: I authorize the podiatrist and associates or assistants to photograph/film/ video the site of treatment. Details of the photographing/filming/videotaping have been explained to me in terms I understand. I understand that the photos, films, or videos are the property of FASMA, and I may obtain a copy upon my written request. I agree and authorize the use of the photos, film or video for teaching purposes, which includes being shown to other patients, in the advertisements of FASMA, or to place my photo, film or video on FASMA's professional website. I am aware that my name and identity will not be disclosed.

I deny consent to use my photo/video/film by initialing here:____

Signature of Responsible Party _____ Date_____
Relationship (if not Patient) _____

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FINANCIAL POLICY

Welcome to Foot and Ankle Specialists of the Mid-Atlantic, LLC (FASMA) and thank you for selecting our practice. We are committed to providing you with the best possible care. If you have medical insurance, we want to help you receive your maximum allowable benefits. In order to achieve these goals, we need your assistance and your understanding of our policy.

1. Your insurance is a contract between you and the insurance company. It is your responsibility to understand the benefits of your plan for any and all services. We cannot guarantee payment of your claims that we file. We file as a courtesy to you and your insurance company will not give us a guarantee of coverage. If your insurance company pays only a portion of your claim or rejects your claim, you and/or the policyholder should make an inquiry to your insurance company. Payment delays or rejection of your claim by your insurance company does not relieve the financial obligation you have incurred. Unfortunately, delays in reimbursement may make you subject to: a $5.00 per month fee for balances older than 30 days plus a 10% administrative fee, a $35.00 fee for returned checks, and a fee not to exceed 10% for the establishment of a payment plan.

2. We participate in a number of health insurance plans, including Medicare. All patients are required to pay their co-pay, co-insurance, deductibles, and any patient balances owed of all visits, at the time of their visit. Patients that do not pay their co-pay at time of visit will be charged an additional $5.00 statement fee. In addition, HMO patients must present a valid referral/authorization from their primary physicians at check in. All health plans are not the same and do not cover the same services. In the event your health plan determines a service to be "not covered" or you do not have an authorization, you will be responsible for the entire charge for all services rendered. We will attempt to verify benefits for some specialized services; however you remain responsible for charges to any service rendered. Patients are encouraged to contact their insurance company for clarification of benefits prior to services rendered. In the event you do not satisfy your financial responsibilities, the practice may use a collection agency, may provide protected health information to that agency. If such agency is used, you will be responsible for a 35% balance-based collection fee and any additional costs related to satisfying that debt, including, but not limited to, court costs, and/ or reasonable attorney fees that may be incurred in the collection of an outstanding balance affiliated with satisfying your financial responsibility. It is our standard procedure to send all pathology samples to a lab that is owned and operated by FASMA. We might also use other pathology labs, as necessary. MEDICARE PATIENTS If Medicare has provided reimbursement for services rendered, and if your supplemental insurance does not respond within 30 days, then you become responsible for the balance.

3. In order for us to service your account and/or to collect any amounts you may owe, we, FASMA, and our agents may contact you by telephone at any phone number associated with your account, including wireless telephone numbers, which could result in charges to you. We may also contact you by sending text messages or emails, using any email address you provide us to use. Methods of contact may include using pre-recorded or artificial voice messages and/or use of an automatic dialing device, as applicable.

4. Missed appointments: You will be billed a $40.00 charge for missed appointments not cancelled with at least 24 hours' notice.

5. If you believe your insurance company has made an error or not adequately addressed your claims you may contact the insurance company and/or file a grievance or appeal with your state: for Maryland, contact the Maryland Insurance Administration at 410-468-2244 and/or The Health Advocacy Unit of the Maryland Attorney General at 410-528-1840; for Pennsylvania, contact the Bureau of Consumer Services, Pennsylvania Department of Insurance at 1-877-881-6388; for North Carolina, contact the Consumers Services Division, N.C. Department of Insurance at 1-855-408-1212; for Virginia, contact the State Corporation Commission, Virginia Bureau of Insurance at 1-877-310-6560; and for the District of Columbia contact the Department of Insurance, Securities and Banking at 202-727-8000.

I, _____ (Print Name of Patient or Legal Representative--**Patient DOB** _____), have read and I understand the above financial policies. These policies are subject to change without prior written confirmation.

_____ _____

Signature of Patient or Legal Representative **Date**

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SUMMARY NOTICE OF PRIVACY PRACTICES

The Notice of Privacy Practices contains a detailed description of how our office will protect your health information, your rights as a patient and our common practices in dealing with patient health information according to the Health Information Portability and Accountability Act (HIPAA).

Uses and Disclosures of Health Information. We will use and disclose your health information in order to treat you or to assist other health care providers in treating you. We will also use and disclose your health information in order to obtain payment for our services or to allow insurance companies to process insurance claims for services rendered to you by us or other health care providers. Finally, we may disclose your health information for certain limited operational activities such as quality assessment, licensing, accreditation and training of students.

Uses and Disclosures Based on Your Authorization. Except as stated in more detail in the Notice of Privacy Practices, we will not use or disclose your health information without your written authorization.

Uses and Disclosures Not Requiring Your Authorization. In the following circumstances, we may disclose your health information without your written authorization:

- To family members or close friends who are involved in your health care;
- For certain limited research purposes;
- For purposes of public health and safety;
- To Government agencies for purposes of their audits, investigations and other oversight activities;
- To Government authorities to prevent child abuse or domestic violence;
- To the FDA to report product defects or incidents;
- To law enforcement authorities to protect public safety or to assist in apprehending criminal offenders;
- When required by court orders, search warrants, subpoenas and as otherwise required by the law;
- To a collection agency and may provide protected health information to that agency in the event you do not satisfy your financial responsibilities.

Patient Rights. As our patient, you have the following rights:

- To have access to and/or a copy of your health information;
- To receive an accounting of certain disclosures we have made of your health information;
- To request restrictions as to how your health information is used or disclosed;
- To request that we communicate with you in confidence;
- To request that we amend your health information;
- To receive notice of our privacy practices.

If you have a question, concern or complaint regarding our privacy practices, please contact: our Privacy Officer, at 301-933-7133 or PrivacyOfficer@footandankle-usa.com.

I, _____ (Print Name of Patient or Legal Representative--**Patient DOB** _____), acknowledge that I was provided a copy of the Notice of Privacy Practices and that I have read or had the opportunity to read if I so chose and understood the Notice. This authorization may be revoked by me at any time in writing.

In addition, I authorize the following people access to my personal health information upon request (including leaving a detailed message):
Name/Relationship: _____

_____ _____

Signature of Patient or Legal Representative **Date**

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REVIEW OF SYSTEMS

Patient Name:_____ Patient DOB _____

Please check any of the following that you are currently experiencing or have recently experienced

GENERAL/CONSITUTIONAL:	KIDNEY/URINARY/BLADDER:	PSYCHIATRIC:
☐ Fatigue?	☐ Frequent or painful urination?	☐ Depression?
☐ Weakness?	☐ Blood in urine?	☐ Stress?
☐ Fever?	**MUSCULOSKELETAL:**	☐ Anxiety?
☐ Chills?	☐ Low back pain?	**ENDOCRINE:**
☐ Night Sweats?	☐ Pain in your leg?	☐ Thirsty?
☐ Malaise?	☐ Foot pain?	☐ Night sweats?
EYES:	☐ Joint pain?	☐ Swollen glands?
☐ Pain?	☐ Bone pain?	☐ Recent weight gain? **How Much?:
☐ Redness?	☐ General muscle aches and pains?	☐ Recent weight loss? **How Much?:
☐ Loss of vision?	☐ Swelling in the legs?	**HEMATOLOGIC/LYMPHATIC (BLOOD):**
☐ Double or blurred vision?	☐ Joint swelling?	☐ Anemia?
☐ Dryness?	☐ Joint stiffness?	☐ Clots?
EARS, NOSE, & THROAT:	☐ Change in gait?	☐ Bleeding problems?
☐ Ringing in your ears?	☐ Difficulty with climbing stairs?	**ALLERGIC/IMMUNOLOGIC:**
☐ Loss of hearing?	☐ Loss of leg strength?	☐ Healing issues?
☐ Frequent sore throats?	☐ Limping?	☐ Reactions to dyes?
☐ Hoarseness?	☐ Shoes wear out quickly?	☐ Reactions to foods?
☐ Difficulty in swallowing?	☐ Shoes wear out unevenly?	☐ Reactions to medicine?
☐ Pain in jaw?		**OTHER/NOTES**
☐ Nose bleeds?	**INTEGUMENTARY/SKIN:**	
CARDIOVASCULAR:	☐ Sensitive skin with sun exposure?	
☐ Chest pain?	☐ Rashes?	
☐ Palpitations?	☐ Warts on feet?	
☐ Swollen legs or feet?	☐ Moles/lumps/bumps?	
☐ Fainting?	☐ Extremely dry skin/cracking?	
RESPIRATORY:	☐ Open skin sores?	
☐ Shortness of breath?	☐ Unusual areas of discoloration?	
☐ Cough?	☐ Calluses?	
GASTROINTESTINAL/STOMACH	☐ Nail problems?	
☐ Black stools?	☐ Noticeable hair loss on legs or feet?	
☐ Blood in stools?	**NEUROLOGIC:**	
☐ Increasing constipation?	☐ Headaches?	
☐ Persistent diarrhea?	☐ Dizziness?	
☐ Heartburn?	☐ Fainting or loss of consciousness?	
☐ Nausea?	☐ Numbness or tingling or burning? **Where?:	
☐ Vomiting?		
☐ Stomach pain?		
☐ Yellow jaundice?		